

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Administrative Assistant</u>	CLASSIFICATION CODE: <u>00406300</u>
	SALARY RANGE: <u>\$35,668-\$38,744</u>	REFERENCE POSITION NO.: <u>2890-10000-312</u>
	Department or Agency Name: <u>Other Comm. & Agencies</u>	APPLICATION PERIOD: _____
	Division/Section/Unit: <u>Board of Elections</u>	
	Assignment(s) / Comments: _____	
	Shift and Days: <u>Mon. - Fri. Non-standard</u>	Job Location: <u>50 Branch Ave. Providence</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94 Local 2884</u>	
	There is _____ is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	See Attached.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	EDUCATION: Bachelor's degree with a major concentration in accounting or a related field; also prefer a minor concentration in computer science or related field. EXPERIENCE: Such as may have been gained through: employment involving the performance of varied routine and challenging tasks and experience in accounting, computer science and office methods and procedures OR, any combination of education and experience that shall be the substantial equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Patricia A. Doyle-Chatelle	Telephone #: <u>222-2345</u>
	Board of Elections	Fax #: <u>222-3135</u>
	50 Branch Ave.	TTY/TDD #: <u>711</u>
	Providence, RI 02904	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: Administrative Assistant

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as an administrative assistant to the head of an agency by relieving such superior of routine administrative duties and responsibilities that are directly related to the primary function of the agency.

SUPERVISION RECEIVED: Receives general supervision from a superior with some latitude for the exercise of independent judgment; work is subject to review for conformance to policies, rules and instructions.

SUPERVISION EXERCISED: Usually none, but may coordinate the work of volunteers interns, seasonal and/or state or municipal employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as an administrative assistant to the head of an agency or division by relieving such superior of routine administrative duties and responsibilities that is directly related to the primary function of the agency.

Within the Campaign Finance Division: maintain campaign finance files, process incoming mail, prepare outgoing mail, process checks received in payment of fines, scan and upload campaign finance reports, perform data entry, train candidates and treasurers on the use of the Electronic Reporting and Tracking System (ERTS), review campaign finance reports filed electronically through ERTS or as paper forms to identify discrepancies, errors, or violations, communicating any discrepancies, errors or violations with the candidate and treasurer and following up to ensure correction or remedy made.

Assist candidates and committees with application of campaign finance law and campaign finance report preparation, including in-person, by phone or by e-mail.

Responsible for the safekeeping and fees and fines collected by the Campaign Finance Division.

Assist Campaign Finance Director with audits, reviews and investigations of candidate and committee accounts.

Arrange hearings, conferences and meetings with public officials, representatives of the public, etc.

Exercise initiative and sound judgment in generating correspondence, preparing agendas, maintaining records, attending required meetings and taking minutes of meetings.

Review vouchers for payment to vendors, complete reports and conduct communications.

Gather information required for use as a basis for important administrative decision-making.

Conduct administrative studies, analyses and recommendations for proposed changes in policies, programs and procedures.

Requisition office supplies and equipment

Cover front desk/receptionist duties as needed.

Support the duties of the agency's Confidential Secretary as needed.

Assist in Elections Division as needed.

To do related work as required.

KNOWLEDGE, SKILLS AND CAPACITIES: Proficiency in applying accounting principles especially as it relates to receipts and expenses; strong analytical and written and oral communication skills required; proficiency in the use of Microsoft suite of products, including Excel and Word; familiarity with Adobe Dreamweaver, HTML code and website design fundamentals preferred; demonstrated ability to apply computer science principles to improve the operations and efficiency of the agency or division; a working knowledge of the principles and practices of office management; a working knowledge of, and the ability to carry out, requisitioning, disbursing and depository control functions; a familiarity with the principles and practices of campaign finance administration; the ability to plan, organize and supervise the work of subordinates engaged in performing fiscal and clerical duties for the head of the agency or division; the ability to make administrative studies and analyses and to make recommendations based thereon; the ability to interpret and apply rules and regulations; the ability to handle important correspondence concerning policies and procedures; the ability to handle important but routine personal contacts; ability to work long hours when necessary and works well under the pressure of deadlines and heavy work load.

REQUIRED EDUCATION AND EXPERIENCE:

EDUCATION: Bachelor's degree with a major concentration in accounting or a related field; also prefer a minor concentration in computer science or related field.

EXPERIENCE: Such as may have been gained through: employment involving the performance of varied routine and challenging tasks and experience in accounting, computer science and office methods and procedures OR, any combination of education and experience that shall be the substantial equivalent to the above education and experience.

Job Description Created: December 17, 2015

Type of Service: Unclassified/Union

Class Code: 406300

Work Week: 35 hr/non-standard

Pay Grade: 312A

Pay Range: \$35,668 - \$38,744